



**ORIENTATION & POLICY MANUAL**

**FOR**

**U.S. FULBRIGHT**

**DEPARTMENT OF STATE-FUNDED**

**ENGLISH TEACHING ASSISTANTS**

**(ETAs)**

**IN NEPAL**

**THE COMMISSION FOR EDUCATIONAL EXCHANGE  
BETWEEN THE UNITED STATES AND NEPAL**

Last revised: May 2011

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## Introduction

This manual is designed for Department of State-funded American Fulbright English Teaching Assistant (ETA) grantees coming to Nepal. It is designed to be sent to grantees following their grant approval, but prior to their arrival in Nepal and to be used as a guide and reference during the actual grant period in Nepal. It contains information on grant benefits, travel arrangements, and general policies relevant to all Department of State-funded Fulbright student grantees in Nepal. The manual also briefly describes living conditions in Nepal (particularly Kathmandu) and offers suggestions that we hope will help in making pre-departure preparations. In addition, your 2009-2010 Fulbright ETA predecessors in Nepal – Charlotte Benham, Kristine Saryan and Bill Thanhouser – have assisted in writing the second part of this manual with the intention to assist you in understanding some of the issues you may encounter as an ETA in Nepal. Fulbrighters should also use their local libraries to begin their exploration into the immensely varied and fascinating history and culture of Nepal. Additionally, there are numerous internet news sites which are useful to consult with regard to recent news relevant to Nepal (i.e., [The Kathmandu Post](#), [Republica](#), the [Himalayan Times](#) and [Nepali Times](#) are the leading English language dailies and weeklies, respectively).

The effectiveness of an American Fulbrighter in Nepal is largely dependent on the grantee's ability to relate successfully to the people of Nepal. The warmth and friendliness of the Nepali people goes a long way toward ensuring the success of this venture. The Fulbright Commission in Nepal provides facilities and services to the grantees whose funds it administers so as to make the grantee's stay as comfortable and as rewarding as possible within the limits imposed by budget and the vagaries of life in Nepal. Ultimately, however, the success of each individual grant depends on the individual grantee. Friendliness, a high tolerance for frustration, the ability to combine tact and frankness, and a sincere eagerness to learn about Nepal and from Nepalis, are qualities that most ensure a mutually satisfying, cross-cultural experience.

## The Commission in Nepal

The J. William Fulbright Foreign Scholarship Board (FSB), a statutory body of educators and public persons appointed by the President of the United States, has overall responsibility for the Fulbright program throughout the world. Acting under the FSB's guidance, the Bureau of Educational and Cultural Affairs of the U.S. State Department manages and administers the Fulbright program, both through bi-national organizations such as the Commission in Nepal and by contracting with private institutions in the U.S. In Nepal, the U.S. Embassy's Public Affairs Officer serves as Chair of the Commission's Board of Directors.

The Commission for Educational Exchange between the United States and Nepal (also known as USEF-Nepal, or the Fulbright Commission in Nepal) was established by an agreement between the United States government and the Government of Nepal in 1961 to administer educational exchange programs in Nepal. The Commission is headed by an Executive Director. Overall policy is determined by a bi-national Board of Directors consisting of ten members. This board, or a subcommittee thereof, also reviews all applications and selects the American and Nepali Fulbright Senior Scholars, Students and English Teaching Assistants (ETAs). The board consists of five Americans appointed by the United States Ambassador to Nepal (who is Honorary Chair of the Board of Directors of the Commission in Nepal), and five Nepalis appointed by the Government of Nepal.

The Fulbright program is designed to promote mutual understanding between the people of Nepal and the people of the United States through a wide exchange of knowledge and professional talents shared through educational activities. In addition to bringing American students and scholars to Nepal to lecture, to conduct research and to assist in the teaching of English, the Commission provides Fulbright and other educational grants to Nepali students and scholars for study, research, and lecturing in the U.S. Since 1961, more than 500 Nepalis have gone to the United States and over 300 Americans have come to Nepal under Fulbright program auspices. Supplementing the Fulbright grant program, the Commission also administers the Hubert H. Humphrey Fellowship programs, assists with East-West Center programs and other grant programs funded by the Department of State and seeks to support independent educational exchange activities by maintaining educational advising services for Nepali students.

American Fulbright Senior Scholars apply for grants through the [Council for International Exchange of Scholars \(CIES\)](#), whereas American students are initially selected through the [Institute of International Education \(IIE\)](#). There are additional grant opportunities for American students and scholars through the [Department of Education Fulbright-Hays programs](#) but grants received through these programs are not administered by the Commission in Nepal. The Commission in Nepal provides only limited support services to students and faculty funded through the Department of Education Fulbright-Hays programs.

## Grant Benefits

Grant benefits are itemized in the Grant Authorization Document that grantees receive with their award letter. Keep your signed copy of the grant document for reference to your specific benefits. It should be noted that grant benefits for ETAs include no provisions for dependents. Generally, grant benefits will include the following:

### Travel

1. Fulbright ETA grantees receive a round-trip economy-class flight to Nepal from their home in the U.S. by the most direct, economical route. As with other U.S. government grants, pursuant to the Fly America Act, American air carriers must be used wherever possible (e.g. across the Pacific or Atlantic). Likewise, U.S. government regulations allow Fulbright to pay or reimburse only for travel via the most direct and economical fares to and from Nepal. ETAs should not to make their own travel reservations without first consulting with and gaining clearance from the Commission in Nepal. ETAs are also advised to finalize their plans with the Commission at least 60 days prior to their planned arrival in Nepal.
2. Once you have communicated your travel dates and plans to Program Administrator Ms. Mily Pradhan ([mpradhan@fulbrightnepal.org.np](mailto:mpradhan@fulbrightnepal.org.np)), the Commission will ask its travel agent in Kathmandu to identify a baseline fare from your point of origin in the U.S. to Kathmandu.
3. Using this quoted fare as a baseline, you may then make and pay for your own travel bookings. If you choose to make and pay for your own tickets, you will have to present your ticket for reimbursement upon arrival in Kathmandu. The Commission in Nepal cannot make any travel advances. Keep in mind however, that if you make your own travel arrangements, you can be reimbursed only if you adhere to the Fly America rules and only for travel via the most direct and economical fares to and from Nepal. That is, you will be reimbursed only up to the quoted baseline fare amount that the Commission receives from its travel agent in Kathmandu.
4. Alternatively, if the Commission makes the bookings for you through its travel agent in Nepal on a US carrier that is represented in Nepal, it will have the airline office in Kathmandu send an e-ticket by email.
5. ETAs may alter their routes and classes of travel, add stopovers, etc. in any way they choose, provided they: a) notify and get prior permission from the Commission to do so; b) pay for any extra cost over and above the lowest economy fare quotation obtained by the Commission; and c) travel by American flag carriers whenever and wherever possible. ETAs choosing to make their own travel arrangements according to these provisions may be reimbursed after they have arrived in Kathmandu up to the baseline identified by the Commission. Any

amounts over this baseline (e.g., for stopovers in excess of those normally required by the route, or upgrades to business class) cannot be reimbursed.

6. All grantees must confirm their arrival time via e-mail several days in advance so that we can make the necessary arrangements. Since the Commission is closed both Saturdays and Sundays, we ask that you plan your arrival for a non-holiday weekday within office hours if you wish to be met at the airport. If you would prefer to use your own means of transport, your arrival date and time can be at your own convenience.

## **Baggage Allowance**

An excess baggage allowance is also provided in the grant. If not needed at the outset, the allowance can be retained and used at the end of the grant. Most grantees find they have more to take back with them than what they brought.

## **Visas**

It is neither necessary nor advisable to obtain a visa for Nepal (in the U.S.) prior to your departure. All ETAs must enter Nepal on “official” visas that are obtained upon arrival at the Kathmandu airport by using the following procedure: (Do not contact the Nepali Embassy or Consulate in the U.S. about this.)

1. At least six weeks prior to departure ETAs should inform the Commission's Program Administrator by e-mail ([mpradhan@fulbrightnepal.org.np](mailto:mpradhan@fulbrightnepal.org.np)) of their complete passport information.
2. The Commission (through the U.S. Embassy) then notifies the Ministry of Foreign Affairs in Nepal of the expected arrival of a Fulbright ETA.
3. The Ministry of Foreign Affairs provides the Commission with a letter that will entitle the ETA to a visa fee waiver. This letter will be scanned and sent by email as an attachment to you prior to departure from the U.S.
4. Upon arrival at the Kathmandu airport, present this letter, along with two passport photos to the Nepali immigration officials at the “Diplomatic and Official” visa counter. (You will also need passport photos for other purposes as well, so bring a half dozen with you.) *PLEASE NOTE that you are entitled to a Gratis Visa upon arrival and no visa fee should be paid at the airport.*

At the earliest, please send the following information to Program Administrator Mily Pradhan:

- Complete name, as listed in the passport
- Passport number
- Place of passport issue
- Date of passport issue and date of expiration

NOTE: Those traveling via Bangkok or Singapore may apply for Thai or Singapore visas upon arrival in those countries. However, if traveling via India, an Indian visa is required if exiting the airport and must be obtained before departing from the U.S. Many grantees decide to visit India following the completion of, or even during their grants. In fact, it is **strongly recommended** that grantees get an Indian visa in the US because, in case of necessary emergency departure from Nepal, an Indian visa is enormously valuable. Further, it is impossible to acquire one quickly in Kathmandu. Thus we recommend that you apply for an Indian visa through an Indian consulate in the U.S. prior to your departure for Nepal. *IMPORTANT NOTE: In December 2009, India introduced a new rule that prevents tourist visa holders from re-visiting India within 2 months after last leaving. If you plan to travel in or through India, please plan your travel accordingly.*

### **Maintenance Stipend**

The grant includes a maintenance stipend that ETAs have found is quite ample for living in Nepal. The stipend is paid *in Nepali rupees* on a monthly basis by the Commission's Fiscal Officer. Should an ETA occasionally require that the stipend, or a portion of the stipend, be paid in U.S. dollars rather than rupees, such payment can be arranged, if approved by the Executive Director and provided the Commission has a sufficient dollar balance in its dollar account.

### **Language Allowance**

Within your grant, a small sum of money is allocated for in-country language lessons. The in-country orientation program will provide intensive initial language training, but many ETAs find that it is beneficial for them to continue learning local languages at their field sites. Because of the importance of being able to speak the local language(s), ETAs are encouraged to make use of this language training allowance.

### **Incidental Allowance**

Your grant includes an allowance for the "purchase of supplies and equipment and for other expenses deemed necessary by the Commission for the successful realization of individual projects." The exact amount is determined by the Commission in light of the type of project, normally reimbursed in Nepali rupee equivalent funds.

- **Reimbursement Claims:** Claims should be submitted to the Fiscal Officer and reimbursement will be made normally along with the monthly maintenance payment. Air ticket receipts should be attached to claims. Proper receipts for other items should also be attached, including signed receipts from language teachers, etc. Grantees should explain the relationship of the expenditure to their work, if not readily apparent. NOTE: Incidental expenses can be reimbursed in dollars only if they were originally made in dollars.



- Allowable Expenditures: You may claim reimbursement for the following items out of your incidental allowance:
  1. ***Travel within Nepal connected with your work*** - e.g. for attendance at a conference or to attend a training program at a field site outside the Kathmandu Valley. Prior approval of all travel must be obtained. Travel within the Kathmandu Valley is not reimbursed, nor are any other charges for inter-city travel other than the actual fare. Thus ETAs must pay hotel and food bills, taxis, tips, etc. themselves from their monthly maintenance allowance.
  2. ***The cost of printed materials (books, pamphlets, maps, etc.) required for your work*** - this does not include books of a general background nature, which can be borrowed from libraries or which grantees should bring with them from the U.S. (Note: although there are a number of book stores in Kathmandu where a broad range of books can be purchased, it is unlikely that specialized and/or general reference books will be available. If you require such books for your work, it is recommended that you carry them with you from the U.S.)
  3. ***Equipment, materials*** - Supplies and equipment required to carry out your work.
  4. ***Services*** - such as photocopying, secretarial services, and translation services. Please note that the Commission is not able to make its office equipment and secretarial services available to grantees except in an emergency. However, there is a resource room available on the Commission premises in which grantees can use the internet and a printer.
  5. *Please note that, according to FSB policy, all non-expendable equipment and books purchased with the incidental allowances are the property of the Fulbright Commission. Purchase of any non-expendable equipment requires prior approval by the Fiscal Officer and Executive Director. This prior approval should be south in writing and should include a clear explanation of why the equipment is necessary for the ETA's work. With the approval of the Commission, these may be donated to the school or another institution where the grantee is officially assigned. The Commission, however, allows ETA grantees to retain maps, pamphlets, and government publications purchased with the incidental allowance.*

## Insurance

The Fulbright program provides basic health and accident insurance for all ETA and other grantees. This Fulbright insurance however, is considered **secondary** to any other insurance a grantee may have and grantees are encouraged **not** to give up any existing insurance they may have in anticipation of the Fulbright coverage. Moreover, grantees must make separate arrangements for health insurance for any dependents who may accompany them. Information about plans for Fulbright dependents can be obtained through IIE. (Note: Experience has shown that although generic medicines can often be obtained, it can be extraordinarily difficult to obtain specific prescribed medicines in Nepal. Therefore it is ***highly recommended*** that grantees with ongoing medicinal and/or equipment requirements bring with them to Nepal enough prescribed medicines and/or medical equipment to cover the length of their grant period and/or be prepared to make private arrangements for the acquisition of medicines and/or equipment. The diplomatic pouch CANNOT be used for the transport of prescribed medicines and/or medical equipment.)

## Early Termination of Grants

ETA grantees who terminate their grants earlier than the period specified in their grants will have their stipends reduced accordingly, on a daily, pro-rata basis and may also, depending on the circumstances of their termination, be required to bear their own return travel expenses to the U.S. Fulbright regulations prohibit USEF-Nepal from paying for periods when the grantee is outside of Nepal. ETA grants may not be extended.

## Financial Information

The grant begins with one month's cash advance paid in Nepali rupees, upon the ETA's arrival. Thereafter the stipend will be paid by the Fiscal Officer on a regular monthly basis. Stipends are ordinarily paid in rupees, but if an ETA requires dollars, a special request may be made for payment of a stipend in dollars although such payment is always conditional upon the Executive Director's approval and the presence of a sufficient balance in the Commission's dollar account.

### Bank Accounts

Upon arrival, ETAs should consider opening an account at NABIL Bank Ltd., where the Commission has its bank account. Commission staff will help in these and in other transactions. It is recommended that all Fulbright grantees bring their U.S. checkbooks with them, as certain expenditures must be paid in U.S. dollars. Arrangements can be made to effect wire transfers to and from a NABIL bank account from a U.S. account although there are fees associated with such transactions. As your grant period nears completion, keep in mind that exchanging excess Nepali rupees into U.S. dollars can only legally be done through producing receipts showing exchange from U.S. dollars to Nepali rupees. Grantees should manage their finances in such a way as to minimize their rupee holdings as their grants come to a close.

These days there are more and more ATMs in Kathmandu and across Nepal, and many will work with an American ATM card (with charges applied). (Note: If the expiration date of your U.S. bank account ATM card does not extend to the end of your grant period, you may have difficulty in obtaining a renewed card. It is recommended that you ensure that you have a valid ATM and other necessary cards for the full period of your grant. Although theft or loss of cards has not been a problem for many grantees, it is nevertheless very useful to keep in a safe place a list of bank accounts and contact information for all ATM and credit cards in the unfortunate case that your cards are stolen.)

### U.S. Income Tax

Fulbright grants are taxable as U.S. income. However, neither IIE, nor the Fulbright Commission, nor the Department of State withholds taxes from grant payments nor are 1099 or W2 forms issued to grantees. Since it is not a U.S. entity, the bi-national Fulbright Commission in Nepal does not provide 1099s, but will give grantees a letter at the end of the calendar year listing the total amount of your grant. Grant payments are not subject to taxation by Nepal. The Fulbright Commission in Nepal is not in a position to answer any detailed questions concerning tax liability. Any questions concerning Federal or State income tax matters should be taken up with officials of the Internal Revenue Service or the appropriate State revenue authority.

- Further information may be obtained by calling 1(800) TAX-FORM and asking for the *Scholarships and Fellowships Publication 520* or from the website [http://www.irs.ustreas.gov/prod/forms\\_pubs/](http://www.irs.ustreas.gov/prod/forms_pubs/).
- Other helpful documents include Publication 54 “Tax Guide for US Citizens and Resident Aliens Abroad” and Publication 463 “Travel, Entertainment and Gift Expenses”.
- We recommend that grantees see a tax adviser in the U.S. before coming to Nepal. The following IRS publications available at local IRS offices are useful:
  - Tax Information for U.S. Scholars
  - Income Tax Benefits for U.S. Citizens Who Go Overseas

## Health Precautions & Medical Care

Before leaving the United States — and in order for your grant to be finally approved — you must undergo and pass a physical examination using the forms for this purpose that will be provided to you by IIE. After you have passed your physical, please bring a copy of the physical examination form with you to Nepal. You must also secure and bring with you to Nepal an international health card (i.e., a World Health Organization, or WHO Card) and make sure that all of your immunizations for those diseases specified by the Center for Disease Control for Nepal are up to date. The Fulbright program does not cover the cost of any immunizations. (Appendix I of this manual is a list of the inoculations currently recommended by the American Embassy Medical Unit for Nepal. This list — which all grantees are recommended to follow — may be more comprehensive than the list recommended by the CDC.) Anti-malaria pills are recommended for those who will be visiting the Tarai region for any length of time; the latest anti-malarial drug in the U.S., Malarone™, is not yet available in Nepal. If you will be spending significant time in the Tarai, consult your doctor about this drug. ***Remember to bring your record of vaccinations (e.g., a WHO Yellow Card or similar) and a copy of your completed physical examination form with you when you come to Nepal.*** If your doctor or travel clinic doesn't have the "International Certificate of Vaccination and Prophylaxis" (the WHO Yellow Card), then you can use whatever kind of card or list of vaccinations-received that your clinic can provide you. The main point is to know what vaccinations you have had and which ones you need.

*For those who regularly take medications or require medical supplies, it is very important that you ensure before leaving the U.S. that you have with you a sufficient supply of your prescribed medicines and/or supplies to suffice for the entire grant period.* Having medicines and/or medical supplies sent from the U.S. is generally NOT covered by insurance and past experience has proved very stressful for grantees who cannot have quick and inexpensive delivery of required medicines. Although there may be comparable medicines available on the Nepali market, it requires a doctor visit to enquire about the equivalent medicines. It is your responsibility to enquire about insurance coverage for medicines and medical supplies, the Fulbright Commission in Nepal cannot answer detailed questions about the provisions of the health insurance coverage offered by the Department of State.

### International Standard Clinics

Fulbright grantees have the choice of two clinics of international standard in Kathmandu: the CIWEC clinic [www.ciwec-clinic.com](http://www.ciwec-clinic.com) (operating since 1982 and located in Lainchour) and the Nepal International Clinic (operated since 1989 by a Nepali physician who is a U.S. Board certified internist, located one block south of the Narayanhiti Palace Museum) <http://www.nepalinternationalclinic.com/index.html>

Grantees who have chosen CIWEC or NIC have found the services to be good. CIWEC and NIC fees are comparable to those paid in the U.S. Bills from the CIWEC and NIC must be submitted as claims under your own insurance, or secondarily as

claims under the Department of State insurance policy that applies to Fulbrighters. However, every medical treatment or illness does carry a \$30 deductible under the Department of State policy.

## **Pollution and Other Environmental Concerns**

Major urban areas in Nepal, most especially Kathmandu, suffer from disturbing levels of air and water pollution. Many grantees find wearing a face mask while walking or traveling by bicycle useful. For those grantees with pre-existing respiratory system difficulties, it will be important to consult your physician about prophylactic measures that might be taken to avoid exacerbating the condition.

## **Food and Water Precautions**

Generally, in traveling through Asia, you should drink only boiled and filtered water. Avoid wet plates and utensils, uncooked vegetables or fruits which cannot be peeled, un-boiled milk, and cold foods which may have been contaminated by handling. Intestinal troubles are common, but a little caution and common sense will go a long way towards minimizing their effect.

## **Personal and Household Safety**

The Commission places the utmost importance on your safety and security while in Nepal. Although personal safety issues will be discussed at length in the orientation program, the following information is provided as a resource to assist you in making good decisions to ensure your own personal safety while in Nepal.

- Gender discrimination and sexual harassment are issues that can emerge for both female and male Fulbright grantees in Nepal. Although urban Nepali society has undergone much change in the past twenty years, it remains that there are cross-cultural differences related to gender and sexuality that may present challenges for grantees. Many Nepalis have notions of who Americans are based on what they may have seen on TV. Fulbrighters may encounter pre-conceived notions based on these or other stereotypes. Although each situation will present its own set of challenges and potentials, past Fulbrighter's experience suggests that taking some precautions with regard to dress and behavior can be helpful. In general, it is useful for both woman and men to dress in culturally appropriate ways. It is recommended that individual grantees, especially women, avoid – to the maximum extent possible – traveling alone. This is especially relevant in the tourist areas of Kathmandu where Fulbrighters, and other Americans, commonly experience sexual harassment in bars, taxis and on the street. It is also advisable for women and men to avoid being alone in a room or a flat with someone of the opposite gender as these sorts of situations have created many misunderstandings.

- Political demonstrations, rallies and other mass gatherings are best avoided as they can quickly turn from peaceful gathering to violent conflagration. The Commission will communicate with all grantees about any planned protests which are known to the RSO. However, it is not uncommon, especially during periods of heightened political uncertainty, for unplanned protests to occur in Nepal. All grantees are advised to walk away from any gathering crowd and to avoid major chowks when protests seem likely.
- Theft of belongings from rooms left unattended or of personal belongings left unattended are not uncommon, most especially in tourist areas of Nepal. It is advisable that all grantees retain insurance for more expensive property (i.e., specialized equipment such as cameras, bicycles, or technology) and to routinely back-up all important computer files. If required, CD or DVD backup copies of your computer files can be stored at the Commission office.
- Transportation and traffic accidents are not uncommon in urban areas as any existing traffic rules are mostly ignored. It is important for all grantees to adjust to the traffic patterns on Nepali streets so that you can protect yourself from potential danger.
- Home safety recommendations from Cathy and Krish, March 2011. The following are recommendations from two current U.S. Fulbright Senior Scholars who recently experienced a house fire at their residence in Patan:
  - “Having experienced a home emergency in Nepal, we want to share the following recommendations for Fulbrighters in Nepal.
  - Know the locations and operation of all door and window exits. Make sure that you know at least two reliable exits from the home
  - Check the electrical wiring inside the house and know the location of the main power shut off switch
  - Keep flammable items away from sources of sparks and heat - stoves , heaters, fans, irons, etc
  - Know the location of the fire extinguisher if there is one
  - Put new batteries in the smoke detector and make sure it is unobstructed. (It is a good idea to get one if there isn't one in the home.)
  - Know how to reach the home owner or caretaker, as well as a phone number for emergencies.
  - Keep a charged phone nearby.
  - Have a cloth or mask available for breathing if the house fills with smoke.
  - Have clothes and shoes in a safe place nearby in case you need to make a quick exit.
  - Have enough cash to replace any necessary items that may be lost in a fire, flood, etc., as well as to buy food if eating at home is no longer

possible. (Have enough cash handy to tide you over for at least a couple of days.)

- Have a back up and contingency plan in case of loss of vital data or documents.
- Give the landlord/caretaker an emergency phone number (i.e., the Commission Office, as well as mobile numbers for the Program Officer and Executive Director)
- Have an ID with you at all times”



## **Commission Support Services & Policies**

The Commission in Nepal (through the U.S. Embassy) will arrange for official visas for grantees for the period of their grant. It is important to remember that the visa is good only for the duration of the grant. Special permits for out-of-valley field research sites are increasingly difficult to obtain. Although the Commission may be able to assist grantees in attempting to secure them if your work makes this necessary, grantees should be prepared to change research plans if permits are not issued by the Government of Nepal. The Commission will assist in arranging airline tickets and shipment of goods and, when requested, in making appointments with Nepali academics and preparing letters of introduction. For the use of Fulbright grantees in periods of heightened load-shedding, a resource room in the USEF-Nepal compound has been made available with basic facilities where grantees can continue work during USEF-Nepal office hours.

Fulbright grantees in Nepal are considered private American citizens who do not fall under Chief of Mission (i.e., the U.S. Ambassador in Nepal) authority. The U.S. Embassy in Nepal recognizes however, that Fulbright grantees are a distinct group of individuals because they are under U.S. government sponsorship when overseas and they extend certain courtesies to Fulbright grantees including eligibility to join and use the U.S. Commissary and the Phora Durbar (“American Club”) recreational compound run by the American Mission Association in Kathmandu. Fulbrighters also have very limited use of the letter-only diplomatic pouch at the U.S. Embassy. However, Fulbright grantees do not have access to the U.S. Embassy Medical Unit. It is important for grantees to understand that any courtesies extended by the U.S. Embassy in Nepal are not to be taken for granted as misuse of such courtesies can result in them not being available for future grantees.

### **Domestic Travel Policy**

Perhaps the most important set of rules governing the Fulbright program in Nepal are related to communication about grantee whereabouts, as it is essential that the Commission be able to contact grantees in the event of an emergency or natural disaster. As there was a protracted period of internal conflict in Nepal and there remain conditions of social and political instability, grantees must comply with all domestic travel policies and security procedures set in place by the Commission and by the Regional Security Office (RSO) of the U.S. Embassy in Nepal. Up until very recently, Fulbright grantees in Nepal were restricted to work within the Kathmandu Valley only. Recently, however, this restriction has been lifted and grantees are currently allowed to travel and conduct research across the country with the prior approval of the Commission and the RSO.

In order to maintain the privilege of this freedom of travel for all Fulbright grantees in Nepal, it is essential that every grantee take personal responsibility for:

- advanced detailed planning of any travel,
- clear communication with the Commission about any changes in travel plans, and
- clear provisions made for any period of time when a grantee anticipates being located in an area potentially inaccessible by phone networks.

In order to ensure that Fulbright grantees in Nepal are not exposed to security risks, all travel within Nepal by Fulbright grantees must first be approved by the Commission and by the RSO. The process by which this happens is as follows:

- Upon your arrival in Nepal, a Travel Request Form will be made available to you. **This form must be filled out in detail and submitted by email (to the Program Administrator and Program Officer) at least a week before your intended travel.**
- This form is then submitted by the Program Administrator to the RSO who communicates approval once granted.
- Grantees are not to travel until after they receive this official approval from the Commission and from the RSO.
- With that approval are listed emergency contact information for police and other government officials in the destination area. It is important for Fulbright grantees to bring that information with them when they travel so that they can access any emergency services if necessary.

While the Commission does understand that travel can be difficult to plan in advance and that plans may be subject to frequent last minute changes, it is essential that grantees undertake sufficient advanced planning for their travel and remain in touch with the Commission so that the Commission can immediately contact grantees if necessary. Given the changing nature of the political situation in Nepal and the potential for natural disaster in different areas of the country, *it is essential that all grantees adhere strictly to this policy.* Failure to do so could result in grant revocation.

## **Reimbursement Policy**

The Commission recognizes that each individual grantee's project requires different activities and resources and therefore the types and amounts of expenditures will vary across individual grants. The Fiscal Officer seeks to maintain flexibility, responsiveness, and fairness in the disbursement of all grant funds but cannot in any case make disbursements exceeding the amounts designated in the Grant Authorization Form. There may be flexibility to distribute grant benefits across different benefit categories, although the reimbursement of one category of expenditure from a non-related grant benefit category requires approval of the Fiscal Officer.

All reimbursement requests must be accompanied by proper receipts which will prove credible to the Commission auditing team which conducts detailed audits of the Commission's accounts on a yearly basis. A proper receipt is one on which there is a clearly printed name (i.e., a company name or the name of the individual who received the amount designated); a clear amount; a clear description of the item or service purchased; a clear date of purchase; and, in the case of receipts for individual services, a signature of the individual receiving the designated amount.

Grantees should be prepared that the reimbursement process will take some time, given that Commission policy requires that all reimbursement requests be approved by the Fiscal Officer and the Executive Director, and all disbursement of funds signed off by the Treasurer of the Board of Directors.

## **Packages**

The only way to receive packages (other than documents) is to have them sent through international mail (USEF-Nepal, GPO Box 380, Kathmandu, Nepal). Although grantees are entitled to customs-free entry of packages, the Commission does not recommend such shipments as the clearance procedure is an eleven-step process. Moreover, the loss rate is very high.

## **Mail/shipments through the Diplomatic Pouch**

Nepal is a member of the International Postal Union and has regular mail service with other countries but it is not reliable. For this reason, for letters only (and they must weigh under one pound) the privilege of the State Department diplomatic pouch was granted to Fulbright grantees in Nepal. Mail being sent to you in Nepal should be addressed as follows:

American Embassy Kathmandu  
Attn: Fulbright – 'Name of the Grantee'  
Department of State  
6190 Kathmandu Place  
Washington, D.C. 20521-6190

You must use the above address as the return address on any correspondence you mail through the pouch. U.S. domestic postage is used for diplomatic pouch mail and may be purchased in limited quantities from the Fulbright office. **PLEASE NOTE:** This privilege is only for first class letter mail and is not terribly fast, as letters going to or coming from Nepal can take as long as a month. No packages whatsoever can be sent to Fulbright grantees through the diplomatic pouch. Violation of this regulation may mean that present and future Fulbrighters will be deprived of the pouch privilege.

If you have friends who will be writing to you from countries other than the U.S., in the interest of speed they might want to write to you in care of the Commission's post office box (USEF-Nepal, GPO Box 380, Kathmandu, Nepal). However, there is

always a risk of loss or theft with regular international mail. **Checks and cash should not be sent through the international mail.**

In addition to the regular mail, grantees may also send and receive documents using one of the international courier services such as DHL or FedEx, both of which have offices in Nepal. These courier services however, are generally limited to the sending and receipt of documents only. Though generally reliable and fast, they tend to be expensive. Documents sent to you via these services should be addressed to you at the address below.

Please advise senders that including the phone number is vital:

USEF-Nepal  
G.P.O. Box 380  
Gyaneshwor  
Kathmandu, Nepal  
Tel: 4444780

### **Commissary & Recreational Privileges**

Fulbright grantees in Nepal are granted the courtesy by the U.S. Embassy in Nepal to use of the American Commissary run by the American Mission Association on a membership basis. The Commissary stocks a selection of groceries, frozen foods, toiletries, over-the-counter medicines, liquor, tobacco, and some incidentals, such as flashlights and kitchen ware, but no clothes items or fresh vegetables. To use the Commissary you must join the American Mission Association (AMA), which also entitles members to use the AMA's recreation compound, Phora Durbar, which has a swimming pool, tennis and squash courts, work-out room, and snack bar. To join the AMA requires a capital deposit (fully refundable) of \$500. The capital deposit must be paid by a U.S. dollar check. In addition to the capital deposit, AMA members must pay monthly dues of \$60 for singles, \$75 for a couple, and \$90 for a family of three or more.

The membership approval process for AMA can be very lengthy, so it is recommended to those who wish to become members, to submit an application as soon as possible after your arrival in Kathmandu.

## Living in Kathmandu

Daily living in the Kathmandu Valley and surrounding areas can be challenging as well as interesting. World-class hotels and medical facilities, and a small but increasing number of Western-style stores, coexist with traditional and very numerous open-air shops. These shops, frequently located on the first floor of Nepal homes, sell everything from fruits, vegetables, grains, live poultry, to exquisite silver and gold jewelry, refrigerators, cold medicine, and Internet service. Many things available in the U.S. can be purchased at these shops, but often not by recognizable brand name.

Because of overcrowding in the Kathmandu Valley, water shortages are common during March to May, the driest months. The Kathmandu population has more than doubled in the last 10 years, with comparatively little infrastructure improvement. Depending on their living arrangements, people may carefully conserve and/or buy additional water. The electric supply, dependent on water resources as well, can be severely restricted. At this writing (spring 2010) most areas of Nepal receive only twelve hours per day of electricity; six of those hours are at night. Many households buy inverters that store electricity for limited use during the “load shedding” (no electricity) hours.

Centrally heated or cooled houses in Nepal are the exception. Consequently, many Nepalis use gas heaters in their living areas during the coldest months, November through February. They may also heat water by solar panels. Some households have installed gas or electric water heaters (“geezers”) for showering with hot water.

Limited electricity means that refrigeration, especially during the warm summer months, can be problematic. Most households shop for food several times per week, and when purchased, meat is generally cooked and consumed immediately. Fresh fruit and vegetables are abundant, especially in open-air shops. It is important, however, to thoroughly clean and dry fresh fruits and vegetables, and cook meat well. It is essential to drink only boiled, filtered or safely bottled water.

### **Power Outrages (aka “Load-shedding”)**

A common feature of daily life in much of Nepal now is “load-shedding.” As Nepal’s electrical demands far exceed the production of power, the government imposes scheduled blackouts on neighborhoods of Kathmandu and all other major cities in the country. The hours without power vary from 6 to 16 hours a day *WITHOUT POWER*. The worst months are in winter and spring—from December to May—and during these months everyone in the city resorts to various means to store electricity or to do without. Grantees should bring battery powered headlamps, and consider bringing an “emergency light” with them. You might also consider bringing solar rechargeable lights, computer batteries, etc.

## Political Disturbances

The political situation in Nepal has been fluid and subject to sometimes very rapid changes over the past twenty years. General strikes, shut downs – or *banda* – are fairly common both at the national level and locally. While some *bandas* are announced well in advance, some are called very quickly and there is little time to stock extra food, water and other provisions. In light of these *bandas*, it is very useful for grantees to remain flexible in planning work and travel schedules and to keep a stock of provisions in case there is an extended period of time when transportation, business and other general services are affected. Communications about the security situation are regularly sent out by the RSO at the U.S. Embassy in Kathmandu and forwarded to Fulbright grantees.

## Telephone & Internet

Nepal is now connected to the international satellite system, so telephone calls to the U.S., though relatively expensive, can often be made from one's own telephone. For international dialing to Nepal, the Nepal country code is 977 and Kathmandu city code is 1. These numbers are generally followed by a seven digit phone number. Many grantees use Skype, or similar internet phone services, to make calls cheaply to the United States from Nepal. The Fulbright Commission in Nepal has its own fax machine (977-1-4410881) where grantees can receive faxes. However, grantees will be charged to send faxes from the Commission. There are many commercial fax outlets in Kathmandu, and in addition, Nepal now has several cheap and well run e-mail services and Internet Service Providers.

## Transportation

Most Fulbright ETA grantees find that traveling on public transportation to be sufficient for their transportation needs. Given the dangers associated with driving in Nepal, the Commission discourages grantees from driving motorcycles or cars themselves. Taxis are readily available in Nepal and are (compared to the U.S.) relatively inexpensive, with a cross town, 30-minute ride rarely exceeding \$5.00. It is wise to negotiate the payment amount before accepting the ride or to insist that the meter be run.

## Blogging about your Fulbright Experience

As of May 2009, the U.S. Department of State has a new policy which reads:

“Web-Based Media: Grantees who share their Fulbright experiences publicly via web-based media are responsible to acknowledge that theirs is not an official Department of State website or blog, and that the views and information presented are their own and do not represent the Fulbright Program or the U.S. Department of State. Any grantee who posts inappropriate or offensive material on the Internet in relation to the Fulbright Program may be subject to revocation or termination of their grant.”

## Letter from Nepal Fulbright ETA Predecessors

*Congratulations on being selected as a Fulbright English Teaching Assistant (ETA) .... Large portions of this guide have been written by us, 2009-2010 ETA's, in an effort to build continuity and pass on valuable information. We hope this becomes a tradition where generations of ETA's build on the experiences of past grantees. In the long run we believe this will make the program more efficient, and more rewarding.*

*Because the ETA program is so new to Nepal, its exact nature and character are still being defined. It is the ETA's themselves that really shape and define the limits and expectations of the program. In this guide we will convey our own general conception of the program as we have come to view it after our seven month tenure in 2009-10. As is usually the case with these sorts of exchanges, we have learned more than we were able to teach. By the time we began to feel comfortable and truly effective, it was time for us to go home. There is no doubt that after your grant period your understanding of the purpose and nature of the ETA program will be much different than our own, and we hope that you will continue to hone and develop the program in new and exciting ways.*

*The guide covers specific topics related to the ETA program, like what to bring, how to prepare, and advice/tips for living and working in-country, but it will also provide a more general overview of the program and what to expect from it, along with some additional personal reflections. We hope this guide, though imperfect, will help you hit the ground running, so that you will have a maximum impact on the communities with whom you work.*

*Best of Luck!*

*Charlotte Benham, Bill Thanhouser, and Kristine Saryan*

## **Program Notes** **by Nepal Fulbright ETA Predecessors**

The program will most likely start and end in Kathmandu, but the majority of your time will be spent in your placement area outside of the city. Shortly after your arrival you will start orientation, which will last for one month. Orientation will have two main aspects: Nepali language lessons and teacher training. This is a great time to see Kathmandu and get acclimatized. Hopefully you'll be able to observe some Nepali classrooms and get a taste for life with a host family. You will also meet your future counterpart and start planning your time at your new school.

The Nepali academic year coincides with the Nepali calendar, with every new school year starting in April. Schools have a long holiday in late September and October, during the Nepali Dashain and Tihar holidays. These two major festivals happen almost back-to-back, however, the "holiday season" never really ends in Nepal. There are very few school weeks without some local, regional, or national holiday that merits a day or two of school closure. Some schools are very good about posting school closings in advance, but some days you may be caught by surprise.

These frequent holidays, in conjunction with Nepal's infamous bandhs (nationwide strikes), often make it feel like you spend more time outside of class than actually teaching, and make it difficult to set reliable schedules in advance. Because of this, self-contained or compact units focusing on specific skills (reading comprehension, conversation, etc.) are ideal. It is important to be flexible and to have simple lesson plans or games that can be taught with little advanced preparation. Aside from the Dashain/Tihar vacation, schools usually have a 2-3 week long winter holiday sometime between December and February, and another long holiday leading up to the new school year in April. Most schools, even those in the same immediate vicinity, have widely varying schedules (One ETA had a month long vacation through December and early January, while another had a two week vacation in February).

Schools usually administer exams three times per year. You will most likely be at your placement for two of these exam sessions. Students' grades and class rankings are determined solely by these exams. You will most likely be asked to have a part in writing and correcting exams for the classes you teach. Aside from the very top students in each class, most students are usually lost or confused by exam time. A great way to help the majority of students is to administer more frequent assessments to check for student understanding, and to review as often as possible.

With so many breaks and holidays, ETA's will have plenty of free time to pursue side projects, or extra-curricular English enrichment programs. It would be wise to wait until arriving in Nepal and discovering your exact placement area before making any concrete plans. The Nepal English Language Teachers' Association (NELTA) will be a great resource for ETA's in this regard. Furthermore, you will most likely participate in two or three NELTA conferences during your time in Nepal, where you can discuss your own experiences in the classroom, share teaching techniques, or present relevant



research. Working in conjunction with Nepal's English Language Fellow (ELF) as a teacher trainer is also a great way to spend your vacation time as s/he often spends time traveling to locations outside the valley.

Depending on the timing of your grant you may spend some time back in Kathmandu at the end of your grant, either because school is not in session or you are preparing to head home. During this time we encourage you to edit/rewrite this manual for future ETA's and to add materials to the newly started "ETA Lesson Plan Binder" (located in the Fulbright Library). We believe that a sense of continuity will strengthen the effectiveness of this program, and encourage all of you to get in touch with us if you have any questions about this guide, this program, or Nepal in general. As you will see for yourselves, it is very easy to grow roots in Nepal. By passing on tips and advice to future ETA's, your time in Nepal can hopefully have a longer lasting effect.

## **What to Bring**

Upon arrival, you will be presented with a welcome kit that should answer some of your questions about living in Nepal. Commission staff will also be happy to answer any questions not covered in this manual.

### **Climate and Clothing**

There are four seasons in Kathmandu: cold in December and January, cool and mild in October, November, February, and March; hot and dry in April and May; and hot, humid and rainy in the monsoon months June through September. Temperatures are generally quite moderate. In the hot season daytime temperatures range in the 80's while winter days are in the 60's. Winter nights can get cold (30's and 40's) and seem much colder due to the lack of central heating and insulation. Quilts, electric blankets and room heaters (which can be purchased locally) help solve the problem.

Although temperatures are moderate, the lack of central heating necessitates warm clothing for the winter months, often more for indoors than out! Tibetan shops stock a variety of woolens, but it is still advisable to bring warm sweaters and a jacket for outdoors. A zip-out liner provides between season flexibility. Dressing in layers proves quite practical. Other than December, January, and February, the daytime weather is quite warm, so lightweight summer clothing is in use most months of the year.

Although shopping malls are on the rise, well-fitting and superior-quality shoes, socks and branded readymade clothes are not always available on the local market, so buy them before leaving the States. Yarn goods, mostly cotton and/or polyester, are available in Kathmandu, as are inexpensive tailors. Bring extra underwear because the selection in Kathmandu shops is limited. Made-to-order clothing can supplement but certainly not substitute for bringing along all the clothing you will need during your stay, although the bazaars of Kathmandu are overflowing with low-priced (and often reasonably good) "knock-offs" of famous brand name clothing, particularly outdoor clothing.

While dress is generally informal in Kathmandu, as U.S. representatives abroad, Fulbrighters should try to look well-groomed on all occasions. A set of dress clothes for receptions and other formal engagements will be necessary. Special clothes items like bathing suits, sportswear, and formal wear may be difficult to buy in Kathmandu.

## Computers, Cell Phones, etc.

If you need a computer for yourself, you should consider bringing with you a laptop, any specialized software you may need, backup hardware and an extended-life battery. If you plan on bringing electrical appliances of any kind, do remember that Nepal's power supply is 220 volts. Because the voltage is unstable, many grantees purchase voltage transformers and stabilizers, which are available locally and quite cheaply.

Most, if not all US cell phones are incompatible with cellular service in Nepal. The service is tolerable at best in the Kathmandu Valley and cell phones as well as SIM cards for local use are widely available. Cell phones are NOT useful for long distance calls to/from the U.S. because of very bad sound quality. The Kathmandu Valley is only recently becoming home to wireless and high speed cable internet services. Such technology is still quite a ways behind what is considered average in urban U.S. Until April of 2006 the Fulbright office itself used only dial-up internet connections.

## Materials Recommended by Nepal Fulbright ETA Predecessors

1. **Books:** You can find a decent selection of books if you search at Pilgrim's (Thamel), Ekta (Thapathali), and Quixote's Cove (Jawalakhel). However, the quality of children's books is not always great. So, it might be a good idea to bring some books for young children and some young adult books. Keep in mind that the English reading level of the children you will be teaching in Nepal will be far below the English reading levels of children of the same age in the United States. Other good resources are graphic novels and comic books. The students love these and they are a good way for them to practice reading. At the same time, it will be beneficial to bring some books on ESL teaching for yourself. The Nepali government school textbooks are of low quality and it will be useful to bring books with worksheets or activities in them that you can photocopy and give to students. Also, ESL books that explain difficult grammatical concepts or give examples of quick learning games were difficult to find in Nepal.
2. **Gifts:** School supplies, such as notebooks, erasers, pencils and stickers, are great gifts for students. However, giving out gifts can be difficult. Often, you will be expected to have gifts for every student in the school (that's a lot of pencils). Larger gifts can be great as prizes for quizzes, contests, etc. But before bringing any gifts take the time to consider how you will give them out. Even taking students' photos and handing them out can be difficult and leave some students with hurt feelings. It is a good idea to give out all gifts in a controlled setting, such as in a classroom where everyone is sitting, so things don't get too chaotic and everyone is sure to get an equal amount of gifts. You may want to consider bringing a few small gifts for your headmaster and partner teacher (some suggestions are: picture books of the U.S. or small mementos of your home state

or city) but you will probably want to give something small to all the teachers (this could even be chocolate).

3. **General Teaching Materials:** visuals (large print pictures, maps, pictures of where you live and your family, a yearbook from an American school, colorful posters); battery operated speakers; index cards; sticky tack (the walls are concrete); a pen drive (can also buy one in Nepal); audiobooks (simple dialogues, children's short stories, etc.); remember that load shedding might limit what kinds of technologies you can use in the classroom.
4. Other General Items:
  - Thermarest
  - solar powered flashlights (check out the sunlight solar website- it's also a great gift)
  - headlamp
  - sturdy shoes
  - any toiletries you are particular about
  - gifts for homestays, teachers, friends, etc. (this can include souvenirs from your hometown)
  - hand-crank radio (check out eton: microlink)
  - Ziploc bags

Don't Bring:

- a sleeping bag (can buy cheaper in Nepal)
- clothes you want to keep
- overly fancy clothes
- revealing clothes

PACK LIGHT (you can buy most things here relatively cheaply)

## **School Life as Described by Nepal Fulbright ETA Predecessors**

Your school's environment and community will play a large role in shaping your experience as an ETA in Nepal. Each school has a different level of infrastructure and a different approach towards fulfilling government education standards. In turn, because each community of teachers and students is different, what work you feel is necessary and what the school feels is appropriate will vary depending upon your specific placement.

Government schools truly are the institutions of learning in Nepali communities and both former and current students are proud of their community's school. Part of your cultural role as a native-English speaker in a Nepali school is to bring prestige to your school's name in the local community. It is always good to talk about your school's positive aspects when talking with local community members. You never know who may have graduated from that school!

### **School Infrastructure**

Each school's infrastructure and facilities are different depending upon the school's community, connections to NGOs, and administration-defined priorities. There will be at least one classroom for each class or section, a teacher's room, toilets, and an outside playing area. In the teacher's room, you might be given a locker or desk in which to keep your materials, books, and bag, etc. In the classrooms, electricity is not guaranteed and there will be either a whiteboard or a blackboard. Students sit on benches, 3-4 people per bench, and there is not much room for moving around or rearranging furniture. Some schools will provide drawing paper, board markers, or chalk, but at other schools you are responsible for your own supplies.

Some schools will have some sort of library, but this can vary from a pile of old textbooks kept in a storage room to an American-donated library with a reading and playing area. Some schools may have a computer room and computer classes, but accessibility to both this and a library can be limited by teachers' schedules and load shedding. Some schools will have a meeting hall or an outdoor performance space. Schools will either provide lunch for little money or you will be able to out to a local tea shop with your fellow teachers for food during "tiffin" time.

The best approach you can have towards your school's environment and community is to be inquisitive and flexible. If there is something you need or want to do, ask the administration and teachers for more information and their support. Give the teachers and students the opportunity to voice what they would like to see happen at their school. Most importantly, be flexible and adaptable to the realities of your school in terms of schedule and facilities. Strive towards not only what is most suitable, but also most feasible for everyone involved.

## **Expectations from Your School**

Your school will expect you to be present at school at least Sunday through Thursday to assist and/or teach four English classes per day. Which class levels you choose to work with are negotiable, but our experience has been that the range of between class 5 and class 10 are usually best for both ETAs and students. The school may look to you to teach other English classes when teachers are absent from school and it is your choice whether to do so or not.

One of the biggest expectations in the Nepali classroom is that every exercise in the textbook must be covered and that the entire textbook must be completed by the end of the school year in early- to mid-March. This is particularly important for classes 8 and 10, which have district-level and School Leaving Certificate exams at the end of their school years. This expectation can be difficult to meet and one that you might find challenging to negotiate. Our experience says that it is important to find ways to use the textbook in different ways and get students learning outside of their textbook.

## **Notions about Westerners**

Your school community will hold certain pre-conceived ideas about you as a Westerner, an American, and as a native speaker of English. Teachers and students may at first feel uncomfortable communicating in English or even expressing that they are not clear about what you are saying. While native speakers of English hold a place of prestige, they can also be seen, somewhat unfairly, as the standard by which other people's English skills are measured. As such, most people will feel uncomfortable, at least during your initial interactions. Some English teachers will even make a distinction between "our" English (i.e., British English) and "your" English (i.e., American English) as two different languages.

There will likely be people you meet either at your school or otherwise who hold impressions of Westerners and Americans that you have lots of money and your country is a very comfortable place to live. As in many other countries, Nepalis get their ideas of America and its people from movies, so they usually have questions about violence and pre-marital relationships. There are also some perceptions that many Nepalis hold about race that you will likely encounter. Some of the more difficult stereotypes to face are those about American women (that they are "easy", immature, and have lots of boyfriends) and young people (that they drink excessively). It is best to show with your behavior in your school and community how false these impressions can be.

These things having been said, most Nepalis are receptive to the idea that American life and culture is more complicated than meets the eye and shares with Nepal the common element of diversity in terms of language, culture, and religion. Nepalis love to discuss the differences in culture between Nepal and America, including arranged marriage vs. love marriage, food habits, and the cost of living. These discussions are

great opportunities to show how difficult it is to generalize about any country or culture.

One of your best resources on school life and broader Nepali life are the teachers at your school. In addition to your English teaching counterpart, the other teachers at your school are readily available and usually more than willing to host and help you. They will be able to tell you what amenities are available at your school, like teaching supplies, food, etc. They will also be able to tell you about upcoming exams and holidays. Usually, they also appreciate your interest in their classes, whether it is Class 8 Social Science or Class 1 library time. Reciprocally, you can support their interests in the English language, learning how to use computers, and their own or their children's interest in studying in the United States.

### **Building Good Relationships with Your Students**

Your relationship with your students will be one of the most rewarding parts of being an ETA in Nepal. First impressions can be deceiving - remember that your students need time to adjust not only to the fact that they have a foreign teacher, but also to your English (accent, vocabulary, idiom usage, etc.) and your teaching style, which can be very different from what they are accustomed to in the classroom. Get to know the dynamics of each class and what kind of activities they like to do. Spend one-on-one time with your students to help improve their English and build their confidence. You will usually discover that they have the answer and can correct their own mistakes if given the time and attention. It is also important to get to know your students outside of the classroom. You will assuredly get many invitations to students' houses. Be sure to go on school picnics and fieldtrips and attend school programs.

### **Discipline**

Developing positive relationships with your students is important, but developing professional ones is equally so. Part of your work in the classroom will be providing a level of discipline that allows you to teach and also facilitates your students' learning. Discipline in a Nepali context often includes behavior that may be uncomfortable or upsetting to an American, such as verbal and physical shaming and threats, and physical punishment. It is difficult to intervene in these situations when you see them happening, but by no means do you need to permit them to happen in your classroom while you are teaching.

Students will react when they sense that your discipline values are different. They might feel that they can get away with more bad behavior in your classroom and start trying to test this theory. It is good to have some alternative discipline techniques to draw on as issues come up. When starting class or calling roll, wait silently at the front of the room until all the students are quiet before starting to speak. If students arrive to class late, you can make them wait until you are finished with a section, or simply not permit them to come into the classroom. If friends talk to

each other frequently, feel free to make them sit separately. If students disturb class, you can send them outside of the classroom. If the class you call roll for does not do their homework, you can mark them as absent for that day.

Be proactive in applauding students' positive work and behavior as well. Have a round of applause after finishing a strong section or class. Give high-fives for good individual work. When correcting copies, draw smiley faces or write positive words. Tell the students what good work they have done. They will ask for this kind of feedback every time you look at their work.



## **Working with a Counterpart as Described by Nepal Fulbright ETA Predecessors**

Working with a counterpart can be a wonderful, exciting, difficult, and frustrating experience all at once. Misunderstandings occur often.

*“I almost screamed when my counterpart loudly yawned and then walked out of the room while I was teaching, and he laughed every time I tried to get his feedback on my teaching after class.”*

Situations like this arise when you have very different expectations about teaching and each other's roles.

But you will have chances to talk to your partner teacher about expectations before you begin teaching. It is important that you take this opportunity and to create opportunities throughout your working relationship to be as specific as possible about what you need from him/her while you are teaching and what he/she can expect from you. It is also important that you be specific about the workload: which classes will you take? what role will you play in the classroom? will you cover for your counterpart when he/she is absent without notice? will you grade (or write) exams?

Keep in mind that team teaching is a new concept to almost all Nepali teachers. To them team teaching could mean they teach and you sit and chime in only occasionally, or it could mean that you teach and they sit and keep the students in line. Some counterparts will be more willing than others to work with you, so you will have to feel him/her out.

*“My counterpart was not interested in teaching as a career anymore, and it was very difficult to get him to put in more than the minimum. I found it was a waste of time to try to work against this. It is often easier to see where your counterpart is coming from (he was clearly overworked and underpaid) and to look for ways you can use his/her talents and interests constructively (he loved to act things out in front of the class).”*

Also, Nepali teaching styles are very different from American ones. Most Nepali teachers do not plan lessons or create their own teaching materials. Instead, they tend to follow the textbook and try to move through material very quickly. So, you might end up focusing your energy on encouraging your counterpart to slow down and check for understanding among the students, or to do an activity that is not in the book. If you can show your counterpart how to do this and encourage him/her to do it when you are gone, you can make a permanent difference in the way he/she teaches and his/her students learn.

Whatever path you choose, it is essential that you foster a positive relationship with your partner teacher. They will often have more control than you do over how teachers and students view you, and you will need their help with discipline and communication. You

may also become very close with him and her (my second partner teacher turned out to be a wonderful, caring woman). Finally, remember that your counterpart is also a resource for you. Many Nepali English teachers are extremely well versed in English grammar and may understand your native language even better than you do. We learned a great deal from our counterparts and found they were often better at explaining new concepts to our students. So, try to be upfront about your needs and expectations but also be ready to be very flexible.

*“I often had to cover classes that were not mine. However, by communicating with my headmaster and partner teacher I was able to get them to slightly alter the schedule so I could teach the grade levels I wanted. It all basically comes down to negotiation and open mindedness.”*

On a side note, unlike at American schools teachers in Nepali schools are expected to be at school even when they are not teaching. You might find you want to use your extra time for volunteering or working on your side project, or you might just prefer to lesson plan from home (this is often easier since teachers and students will be very curious about you and want to talk to you often at school). If so, make sure to be clear with your headmaster, your partner teacher, and all the other teachers about what you are doing with this time. Otherwise, they will think you are skipping out on work, even if you do not miss a single class.

## **Nepal English Language Teachers' Association (NELTA)**

The Nepali English Language Teachers' Association (NELTA) was founded in 1992 to enhance the professionalism of Nepali teachers of English by providing teacher trainings and resources, and organizing conferences and publications. Several of the leaders of NELTA have been former Fulbrighters in the U.S. and hold teaching positions at the top universities in Nepal. Through its branch offices, NELTA members all over the country connect with their peers to share ideas about teaching English in Nepal in policy and in practice.

NELTA, as the host-partner to the Fulbright ETA program, will be involved in your initial orientation to teaching in Nepal. You will also have the opportunity to participate in and present at NELTA regional, national, and international conferences. These are excellent opportunities to meet a wide variety of English teachers and educators. Presenting at these conferences is a good way for you and your counterpart to share what you have learned while working in the classroom.

At the invitation of the U.S. Department of State-sponsored English Language Fellow (ELF), who also works in partnership with NELTA, you can travel to the more rural areas in Nepal and observe teacher trainings. This can help you see the status of English teaching in other parts of the country and meet proactive NELTA members. The ELF is another NELTA-based resource who can help you gain more understanding of the “big picture” of English teaching in Nepal. Because they do teacher trainings, they can also help you with teaching techniques and ways to approach sharing the classroom with a Nepali teacher.

Your work will support NELTA on the individual and local level as you will be working with a NELTA partner teacher in your school. You will have opportunities to support the activities of your local NELTA branch through training programs and other events. You can also be active in the central committee of NELTA through your side project and attending regular weekly meetings.

NELTA, as an ETA resource, is available as you need or want it to be. Be proactive in seeking NELTA's help and support for your work. Seek new ways to engage in and expand their activities. NELTA can be a good resource for any projects or problems at your school. It is good to set up monthly check-in meetings with the central committee. In turn, you will meet with NELTA central committee members, branch leaders, and school counterparts during your initial orientation, and mid-term and final reviews.

## **Living with a Family as Described by Nepal Fulbright ETA Predecessors**

While much of what you will experience will depend on your personal circumstances and location, the information below is intended to give you some basic information based on our experiences and impressions.

All ETA's live with a Nepali host family during the majority of their grant. For those who have never stayed with a Nepali family, this can be a big adjustment. Perhaps the biggest change is the lack of privacy. Much of your day is decided for you (when you eat, when you wake up, and in some cases, when you bathe). Expect your room to be public territory and, if you don't want certain things "organized" by your family, bring a lock. You will get a lot of attention in villages and only a little less in cities. You shouldn't expect the same level of autonomy as you would back in the United States and there will be lots of claims on your free time (weddings, festivals, parties, etc.). Most of your free time will come late at night, when others have gone to bed.

Days start early across Nepal. Most families won't expect you to get up at the same time they do (between 5 and 6 am), but that is often the only time that it is socially acceptable to exercise. "Morning walks" are very common, as are early morning yoga classes. Most people go to bed soon after dinner, around 9 or 10 o'clock.

If you are in a village you probably won't have running water. Your family will happily boil you water, or they'll have a filter. In cities water shortages are common. Getting hot water can be difficult and time consuming, making it difficult to shower without advanced planning. Better off families in the city have gas or electric water heaters in their homes, making life a lot easier.

Gender roles are another area that can be challenging to understand, especially for those who have never been to Nepal before. Laundry, cooking, cleaning, and other types of household labor are usually done by Nepali women. Nepali men often play the role of outside-the-home breadwinners and are likely to have fewer household responsibilities. In many "traditional" Nepali families, men tend to address their remarks to other males, as opposed to the women in the group. For American men visiting Nepal, don't expect to wash your own clothes, cook your own food, or help clean up. You can push to do these things yourself, but usually the women will insist on doing these things for you. At times it can make you feel awkward and excluded. For women, there are stricter expectations about dress, alcohol consumption, and association with single men. American women visiting Nepal may be expected to do their own laundry and can sometimes help in the kitchen. In general, while most American women may feel very safe in Nepal, there may be some unwanted attention (cat calls, etc.) to which you will likely have to find your own comfort level in terms of a response (many women simply ignore the unwanted attention, while others might use humor or other means to instruct the person giving the unwanted attention).

Gift giving is common in Nepal, and it's nice to have a few things to give to your family during your stay. We recommend bringing a couple of things from home (representative of your hometown, for example), but it might be best to wait and see what your family's individual needs are and have gifts sent from the U.S., or purchase them in Kathmandu. Since load-shedding (systematic blackouts) is a major problem in Nepal, headlamps and other flashlights (solar powered or rechargeable) make great gifts! Headlamps are perfect gifts for village families because they are often working with their hands early in the morning or late at night. Photo albums, framed pictures, nice fabrics, and crank powered radios/cell phone chargers (can purchase @ REI) are other good examples.

## **Emergency Action Plan**

A “Warden” system maintained by the U.S. Embassy in Nepal is in place to provide a means of communication to all U.S. citizens in Nepal who have registered with the U.S. Embassy. The registration form for the Warden system is part of the Welcome Packet provided to all Fulbright grantees upon their arrival at the Commission in Kathmandu. The Commission’s Executive Director acts as Warden for all Fulbrighters in Nepal, although there are also volunteer Wardens for specific geographic locations across neighborhoods in Kathmandu and select cities outside Kathmandu. This Warden system is a network of U.S. citizens who have volunteered to be point-persons for U.S. citizens in the event of natural disaster or other emergency. They are not necessarily employees of the U.S. Embassy in Nepal and do not have any authority beyond that of a volunteer who may provide basic information about safety guidelines, and/or natural disaster preparedness.

The following information is intended to provide guidance to Department of State-funded Fulbright grantees in Nepal as they consider various options and contingencies during possible crisis situations. Provisions for Fulbright-Hays grantees whose grants are funded through the U.S. Department of Education differ from these listed below. Fulbright-Hays program grantees should clarify with the Department of Education any questions regarding provisions during a crisis.

### **Status of Fulbrighters**

As private American citizens, Fulbright grantees do not fall under Chief of Mission (i.e., the U.S. Ambassador in Nepal) authority and cannot be ordered to depart. However, the U.S. Department of State and the U.S. Embassy in Kathmandu can urge grantees to depart if they believe conditions are severe enough, and in such cases may withdraw Fulbright grant monies and privileges (see “ordered departure” item below). The U.S. Department of State does recognize that Fulbright grantees are a distinct group of individuals because they are under the U.S. government sponsorship when overseas and also provides a level of support to Fulbright grantees in the event of a crisis.

### **General Preparedness and Emergency Procedures**

- Fulbright grantees should, upon arrival in Nepal, register their names with the Consular Section at the U.S. Embassy (the registration form is included in the Welcome Packet you will receive upon arrival at the Commission in Kathmandu). The Fulbright program is addressed in the Emergency Action Plan of the U.S. Embassy, and the grantees are included in annex b of its warden system.
- Shortly after arrival in country, all Fulbright grantees will be scheduled for and must attend the Security Briefing given by the U.S. Embassy Regional Security Officer (RSO) at the U.S. Embassy in Kathmandu.

- The Commission maintains detailed contact information for current Fulbright grantees in Nepal. This information includes telephone numbers (home, work, and cell phone), physical addresses (home and work), and email. If any part of the contact information changes, grantees should inform such changes to the Commission's Program Administrator Mily Pradhan (or the Executive Director Laurie Vasily or Program Officer Yamal Chandra Rajbhandary). If the grantees are planning on working in non-urban areas, they should also inform the Commission of their detailed itineraries and how they can be reached in case of emergency.
- Grantees must contact the RSO through the Commission if they wish to travel outside the Kathmandu area. There is a "Travel Request Form" which must be filled out and submitted at a week prior to travel. Grantees must also inform the Commission of travel outside the parameters of their assignment, including weekend trips and travel outside the country. (See also 'Restricted Areas' below.)
- From time to time, the RSO distributes informational notices that are generally distributed by the Program Administrator to grantees. Grantees should check their email and mailbox at the Commission regularly to see if any new security-related informational notices have been issued.
- Grantees are advised that the standard means of communication may be cut off during crisis situations. It is advisable for grantees to maintain a system of close contact with the Commission, with their geographic wardens and with other grantees so that in case of a break-down in standard systems of communication there may be sufficient information available so that grantees can be located and contacted.
- During crisis situations, as long as the means of communication are open, grantees should maintain contact with the Commission and provide updates on at least a daily basis (probably more if the situation dictates). Information about these requirements will be provided as a potential situation emerges.
- Grantees will receive briefing on the U.S. citizen Warden system upon arriving in Nepal. It is vital that grantees keep in touch with the warden of the neighborhood in Kathmandu or Patan where they live in case of an emergency that curtails mobility. Grantees will learn the particular "rallying points" for Americans nearest to their home, so that if communications with the Commission or the Embassy are not functioning, grantees will know where to go to receive more information. For most neighborhoods, the rallying point will be the nearest large hotel or other area with open ground space.
- Before leaving their site for the rallying point, grantees should have with them: passport; all currency; and important personal papers. They should also leave a written message stating that they have left for the safe haven at their site.

- Grantees should also be familiar with the transportation options, the likely routes they will travel, and the length of time it will take to reach the rallying point.

## **Restricted Areas**

At the beginning of their grant periods, all grantees will receive a briefing from the RSO. Part of the information imparted at these briefings consists of the current list of districts and other areas within Nepal where, due to security concerns, travel is either restricted or prohibited by Americans who are subject to the authority of the Chief of Mission. Although Fulbright grantees are not subject to the direct authority of the Chief of Mission, the Commission works in consultation with the RSO and has only recently lifted the suspension of the Fulbright program in such districts and areas of Nepal.

Anytime a grantee intends to go to a field site, he/she must check with the RSO through the Commission to ensure that the area of intended visit is not on the embassy's list of "no go" districts and update himself/herself on any security issues in that area. If security concerns make it impossible for the grantee to carry out the research that the original proposal envisioned, reasonable modifications to the research proposal, in consultation with the Commission, may be made.

## **Emergence of a Crisis**

- If the situation is uncertain, the Commission, in conjunction with the Bureau of Educational and Cultural Affairs of the US Department of State (ECA/A/E), will evaluate the threat potential to a grantee and his/her dependents, and may offer grantees elective or temporary relocation to another in-country site.
- If the situation is so serious that it poses a threat to a grantee's and his/her dependents' lives, especially when violence is anticipated or already occurring, the Commission may temporarily suspend the Fulbright program for a specific region/locale or the entire country. The Commission will facilitate relocation of the grantee together with his/her dependents to either an in-country safe haven, a third country location, or the U.S.



## Authorized/ordered Departure

In the event of a serious crisis, the U.S. Embassy may consider imposing either an “Authorized Departure,” or an “Ordered Departure.” Each of these situations and its effect on Fulbright grantees is described below.

- Authorized departure

A State Department announcement authorizing voluntary departure from affected posts of American personnel and dependents does not automatically require departure of U.S. Fulbright grantees, and the announcement of an *authorized departure* does not necessarily lead to a suspension of the Fulbright program. The Commission will stay in contact with grantees and work out with the ECA/A/E the best solution on a case by case basis. Grantees should not feel constrained to stay in a situation that they feel is risky; nor, however, should they feel that they must leave due to an advisory authorizing departure. The Commission will facilitate the departure of any grantees and/or dependents who wish to leave the country. ECA/A/E will assist with arrangements for temporary assignment to another country and other issues related to the grant.

Grantees will be advised by the Fulbright Commission if an *authorized departure* is announced and they should then contact the Commission for all available information that may affect their own decision to leave Nepal or stay in the country. It is the sole responsibility of the individual grantee to decide whether he or she leaves or stays in the country. The Fulbright Commission bears no part in the decision and assumes no responsibility for the safety of its grantees. All grantees are requested to notify the Commission’s Executive Director of their decision to leave Nepal or stay in the country.

The following scenarios may occur after the announcement of an *authorized departure*:

- a. *Grantee decides to leave Nepal and resign the grant.* (See below)
- b. *Grantee decides to remain in Nepal and continue with the grant.* The grantee will continue receiving his/her grant benefits until such time as an ordered departure might occur, in which case ordered departure, provision b. below would apply).
- c. *Grantee decides to leave Nepal without resigning grant.* (See below)
- d. *Grantee is reassigned without curtailment of grant.* (See below)

- Ordered departure

In the event of a more serious situation, the U.S. Embassy, in consultation with the State Department in Washington, may declare an *ordered departure* of USG dependents and/or non-emergency personnel. In such a situation, the continued viability of the Fulbright program would also be evaluated. ECA/A/E, in consultation with the Commission, determines whether the Fulbright program can

sustain operation under current circumstances and, if not, may suspend the program. If the program is suspended, all Fulbright grantees will be asked to leave the country.

The following scenarios may occur after the announcement of an *ordered departure*:

a. *Grantee decides to leave Nepal and resign the grant:*

In the event grantee elects to return to the U.S. and resign his/her grant, the exact timing of departure should be coordinated with the Commission and host institution, if any. The grant would be amended to shorten it to the length of time in the country of assignment. If the grantee has received payment of benefits beyond the amount authorized in the amended grant, s/he would be required to return any overpayment to the cooperating agency/commission. Fulbright grants already include an allowance for return travel to the U.S. ECA/A/E would authorize a financial payment (stipend and/or maintenance allowance) for 30 days from the date of departure to assist with resettlement in the U.S. If a grant is terminated, all applicable reports will become due within 30 days.

b. *Grantee elects to remain in Nepal:*

If a grantee elects to remain, even after the announcement of an *ordered departure*, ECA/A/E may withdraw the grant and discontinue the stipend/maintenance allowance. If the grantee has received payment of benefits beyond the withdrawal, s/he would be required to return any overpayment to the Commission. The grantee is asked to sign a statement of release acknowledging s/he is no longer considered a Fulbright fellow and must not continue to represent him/herself as such. The grantee does not forfeit the return travel entitlement, but must meet any increase in travel costs him/herself. The grantee's State Department ASPE insurance coverage ends at the date of resignation as well.

c. *Grantee decides to leave Nepal without resigning the grant:*

The Commission may determine that it is in the best interests of the program that grantees depart without curtailing the Fulbright grant. Factors governing such a decision include security concerns at the place of assignment and potential to resume the assignment in the near future. Where it is determined that departure without curtailment of grant is advisable, ECA/A/E authorizes payment of up to one month's stipend for a grantee who is out of country of assignment with the expectation that circumstances may permit an early return to host country. If a return is not feasible (i.e., no change, or worsening of the situation), ECA/A/E authorizes a further one month's stipend to assist with resettlement in the U.S.

Depending on the local situation, grantees may choose to leave the country temporarily during a crisis. While costs of emergency air tickets, diversionary

travel and other exceptional expenses may be covered from grant funds, grant funds may not be used for grantees' cost-of-living expenses outside of Nepal and the cost of any emergency travel would be deducted from the grant total.

d. *Grantee is reassigned without curtailment of grant.*

Grantees may select reassignment in another country; however, it is not possible for ECA/A/E to guarantee reassignment. Factors affecting reassignment include the length of time remaining in the grant, the scholar's field of study, the need for expertise in another country, and ability to obtain timely approvals from the potential new host institution and PAO/Commission. Reassignments are usually within the same geographic region.

## Telephone List

### Emergency Numbers

### The Commission for Educational Exchange between the US and Nepal (USEF/Nepal)

<u>US Embassy Post One</u> (24 hours):		4444779, 4444780, 4437330, 4437332
4007269 (direct)		4414598 (Advising Center)
4007266 (direct)		<u>Fax</u> : 4410881
Through US Embassy		
switchboard: ext. 4100		
		<u>Residence</u>
(See below for US Embassy switchboard numbers)		Laurie A. Vasily
		<a href="mailto:director@fulbrightnepal.org.np">director@fulbrightnepal.org.np</a>
<u>US Embassy Post One Mobile</u> : 98510-67461		Cell phone: 9851017094
<u>Nepal Police</u> : 100/101/102, 4226998, 4226999		Yamal C. Rajbhandary 5534657
		<a href="mailto:yamal@fulbrightnepal.org.np">yamal@fulbrightnepal.org.np</a>
<u>Nepal Fire Brigade</u> : 101, 4221177, 4223897		Cell phone: 9803041120
<b>Other Numbers</b>		
<u>US Embassy</u>		Basu Manandhar 4419828
<i>Switchboard numbers (office hours)</i> : 4007200		<a href="mailto:basu@fulbrightnepal.org.np">basu@fulbrightnepal.org.np</a>
Regional Security Officer (RSO): ext.4262		Cell phone: 9841458988
<u>Phora Durbar</u>		Mily Pradhan 4375829
<i>Switchboard number</i> : 4257449		<a href="mailto:mpradhan@fulbrightnepal.org.np">mpradhan@fulbrightnepal.org.np</a>
Compound: ext.4712		Cell phone: 9841276679
<u>CIWEC Clinic</u> : 4424111		
<u>Norvic Hospital</u> : 4258554		
<u>B&amp;B Hospital</u> : 5531930		
		5531933

Please remember that any time you shift your location, whether it be a move from Kathmandu to a field site or a move within Kathmandu, to let the Fulbright Commission's Mily Pradhan (or the Executive Director, or Program Officer Yamal Chandra Rajbhandary) know where you are and how we can get in touch with you.

## APPENDIX I: Loan Deferments

This information is copied from the IIE website and can be accessed at:

[http://us.fulbrightonline.org/resources\\_current\\_loan.html](http://us.fulbrightonline.org/resources_current_loan.html)

### Can I defer my student loans while I am on my Fulbright grant?

In most cases the answer is yes. However, it is your responsibility to confirm this with your lending institution. As a general rule, Fulbright fellowships fall under the category of *Graduate Fellowship Deferments*. The Graduate Fellowship Deferment is for students engaged in a full-time course of study in a graduate fellowship program such as the Fulbright program.

It has been our experience that the form most generally accepted has SCH located at the top right corner as opposed to EDU. It is our understanding that the EDU is to be used for an in-school deferment when a student is still enrolled in a U.S. institution. Fulbright is not considered an in-school deferment so if you file in that manner you may be denied a loan deferment. But again, it is your responsibility to confirm with your lender that you are filling-in the appropriate form.

The following website is very helpful for downloading deferment forms and obtaining all the information you may need regarding loan deferments: [www.dlservicer.ed.gov](http://www.dlservicer.ed.gov)

### Who fills out the forms?

You should fill out the student portion of the deferment form and sign it before mailing it to the IIE address below. We will fill-out the institutional portion, certify that the information is correct and then mail it to your lender. Be sure that your lender's address is on the form.

For optimal results, do NOT send the deferment forms to the Commission/Post or institution you are affiliating with in your host country. While they would be happy to fill-out the forms for you, the lender will most likely not recognize them as an appropriate program official and will therefore reject your deferment request.

### When should I send in the forms?

Once you have your flight arrangements confirmed and you are certain of your start date, you may send us the forms. Please include a cover letter indicating your full name, your host country and your official grant dates. *Deferment forms will only be completed to cover you during your grant period, regardless of how long you plan to stay in your host country.*

**Note:** Due to the high volume of forms we receive, we cannot fax your deferment papers to your lender so plan accordingly.

Please indicate the country of your grant and mail the deferment forms to:

INSTITUTE OF INTERNATIONAL EDUCATION  
U.S. STUDENT PROGRAMS DIVISION  
809 United Nations Plaza  
New York, NY 10017

## APPENDIX II: Vaccine Schedule for Adults

This is the list of vaccinations recommended by the U.S. Embassy Medical Unit in Kathmandu. It may be more comprehensive than what is recommended by the U.S. Government's Centers for Disease Control in Atlanta, but the U.S. Embassy Medical Unit feels that anyone spending a substantial period in Nepal should receive them. Note that some vaccines require multiple injections to function correctly.

Typhoid (oral)	1 tab ac with warm/cold water x 4 days; Do not take with antibiotics. Booster every 5 years.
Typhim Vi B	0.5 cc IM every 2 years (>2 years old)
TB skin test	Q 2 years; 0.1 cc I.D. (Same day or 30 days after MMR or JeVax; Varivax: apply PPD first and give Varivax 48 hours later when PPD is read)
DTetanus	Every 5-10 years; for adults never vaccinated: day 0, 30 and 6 months TIG 2 cc if injured.
Tdap	0.5 ml IM Single dose for those 18 - 65 years who have not received Tdap before (Adacel). Give 5 yrs after prior DTaP or TD but interval of 2 yrs OK.
Hepatitis B *	> 20 years: 1 cc I.M. (day 0, 30 and 180); < 19 years: 0.5 cc; no booster.
IPV	1 booster as adult (0.5 cc I.M. or S.Q.); IPV series: day 0, 30 and 6 months.
Hepatitis A (1440 IU) *	> 18 years give 1 cc I.M.; day 0 and 6 months; booster every 10 years
Rabies (pre-immunization)	1 cc on day 0, 7 and 28.
Rabies (Post exp)	Day 0 and 3 if received pre-immunization; If not, give 4 doses day 0, 3, 7, 14 and HRIg.
MMR	If born on or after 1957 (a 2 <sup>nd</sup> dose of MMR is needed for those who do not have proof of immunity)
JeVax	JeVax (1cc SQ) Day 0, 7, 30 Booster every 2 yrs
Varivax	0.5 cc SQ; > 13 years give 2 on day 0 and 30
Herpes Zoster	0.65 ml SC single dose given to 60 years or older regardless of previous episode of Herpes Zoster.
Pneumococcal (Pneumovax23)	0.5 ml SC/IM one time booster after 5 years for high risk groups*
HPV (Gardasil)	0.5 ml IM Up to 26 years of age. Administer at 0, 2, and 6 months.
Meningococcal (MPSV4)	0.5 ml SQ older than 2 years for high risk groups.* Booster 3-5 years. 15 minutes wait after injection

\*Twinrix (combined Hep B & A): If used must administer 3 doses at 0, 1, and 6 months. If only given 2 doses of Twinrix, finish series with regular Hep A & Hep B injections.

\*Pneumococcal high risk groups: chronic pulmonary disease (except asthma), chronic cardio vascular disease, DM, chronic liver diseases (including cirrhosis), chronic alcoholism, Alaska Natives & certain Native Americans.

\*Meningococcal high risk groups: Travel to Sub-Saharan Africa, Saudi Arabia, military, 1<sup>st</sup> year college students.

For the best up to date information on vaccinations (and the medical facilities, etc., available at CIWEC clinic in Kathmandu), please see [www.ciwec-clinic.com](http://www.ciwec-clinic.com)

## APPENDIX III: List of Available English Language Resources

The following is a list compiled by Fulbright ETA Program Assistant Ms. Tina Lama, detailing the current resources available at the Commission related to English language learning.

Publications/Resources
<i>Bright Ideas: A Teacher's Resource Manual</i> , Articles Contributed By The National Council Of Teachers Of English, Compiled By Anna Maria Malkoc And Ruth G. Montalvan, Office Of English Language Programs, United States Department Of State
<i>Celebrate! Holidays In The U.S.A., Second Edition</i> , Gail Brenner, Marsha Ford And Patricia Sullivan, Office Of English Language Programs, United States Department Of State, 2007
<i>Grammar Games: Cognitive, Affective And Drama Activities For EFL Students</i> , Mario Rinvulcri, Cambridge University Press, 1984
<i>In The Loop: A Reference Guide To American English Idioms</i> , Office Of English Language Programs, United States Department Of State, First Edition 2010
<i>More Grammar Games: Cognitive, Affective And Movement Activities For EFL Students</i> , Mario Rinvulcri And Paul Davis, Cambridge University Press, 1995
<i>Picture US, A Collection Of 26 Photographs For Classroom Discussion By Students Of EFL/ESL</i> , Office Of English Language Programs, United States Department Of State, 2010
<i>Selected Articles From The Creative English Teaching Forum, Classroom Activities (1989-1993)</i> , Edited By Thomas Kral, Office Of English Language Programs, United States Department Of State, 1995
<i>Singing Out Loud: Children's Songs</i> , Office Of English Language Programs, United States Department Of State (CD)
<i>Teaching Content To English Language Learners, Strategies For Secondary School Success</i> , Jodi Reiss, United States Of America, 2005
<i>Teaching Jazz Chants To Young Learners: An English Language Teacher Training Video With Carolyn Graham, Teacher's Manual</i> , Office Of English Language Programs, United States Department Of State, 2006 (Also DVD)
<i>The Adventures Of Huckleberry Finn, Mark Twain</i> , Office Of English Language Programs, Bureau Of Educational And Cultural Affairs, United States Department Of State, 2005
<i>The Lighter Side Of TEFL: Word Games, Crossword Puzzles, Idioms, Limericks, Jokes And Riddles, Puzzle, Stories</i> , Edited By Elizabeth Ball, Office Of English Language Programs, United States Department Of State (CD)
<i>The Lighter Side Of TEFL, A Teacher's Resource Book Of Fun Activities For Students Of English As A Foreign Language</i> , Edited By Thomas Kral, Office Of English Language Programs, Department Of States, United States Information Agency, 1994
<i>Wordscapes, A Collection Of 10 Illustrated American Landscapes For Classroom Use</i> , Office Of English Language Program, United States Department Of State, 2010
<i>Wordscapes: Teacher's Guide, A Collection Of 10 Illustrated American Landscapes For Classroom Use</i> , Office Of English Language Programs, United States Department Of State, 2010